

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)										1. Agency Position No. <b>NL10624</b>																		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>nation (Show any positions replaced)</i>			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>ORLANDO, FL</b>		5. Duty Station <b>ORLANDO, FL</b>		6. OPM Certification No.																			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code <b>1349</b>		14. Agency Use													
													15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
													a. U.S. Office of Personnel Management				b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																		
18. Department, Agency, or Establishment <b>Department of the Army (DA)</b>										c. Third Subdivision <b>Command Group</b>																		
a. First Subdivision <b>U.S. ARMY Materiel Command</b>										d. Fourth Subdivision <b>Chief of Staff</b>																		
b. Second Subdivision <b>Simulation, Training &amp; Instrumentation Cmd</b>										e. Fifth Subdivision																		
Employee Review—This is an accurate statement of the major duties and responsibilities of my position.										Signature of Employee (optional)																		
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the										knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.																		
a. Typed Name and Title of Immediate Supervisor <b>JAMES B. GODWIN, CHIEF OF STAFF</b>										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																		
Signature _____ Date <b>10-2-97</b>										Signature _____ Date _____																		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position <b>US PCS, GS301 Misc Admin Program Serves. 1/79</b> <b>US PCS GS 343, Program Analyst Serves, 8/90,</b> <b>US PCS ADMIN Analyst GEG8/90</b>																		
Typed Name and Title of Official Taking Action <b>JAMES M. SKURKA, DEPUTY TO THE COMMANDER</b>										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																		
Signature _____ Date <b>10/2/97</b>																												
23. Position Review																												
a. Employee (optional)																												
b. Supervisor																												
c. Classifier																												
Remarks <b>ition is at the full performance level.</b>										<b>Bus: 7777</b>																		
25. Description of Major Duties and Responsibilities (See Attached)																												

## INTRODUCTION

The U.S. Army Simulation, Training and Instrumentation Command (STRICOM) is a Major Subordinate Command (MSS) of the U.S. Army Material Command (AMC). STRICOM provides training and test simulation, simulator, target and instrumentation products and services to the U.S. Army and foreign governments. STRICOM serves as the Army technical manager for Distributed Interactive Simulation, and provides acquisition management and direction for the research, development, acquisition, and fielding of Training Devices, Simulations and Simulators (TDB), major test instrumentation, targets, and threat simulators. The mission encompasses cradle-to-grave life cycle acquisition beginning with technology base programs and following through with each phase of the acquisition process. This position provides non-personal support services for STRICOM. This document describes the duties and responsibilities of the Management Coordinator, who performs a variety of technical functions relating to the Command's mission and as management representative and spokesman for various programs and/or projects. The work encompasses analysis, planning, organizing, advising, and coordinating.

## MAJOR DUTIES

1. Designated as STRICOM and Department of the Army representative charged with the responsibility for planning, organizing, directing and coordinating the Interservice/ Industry Training Systems Conference chartered by the Joint Logistics Commanders. In this regard, the Project Manager for Training Devices delegates authority to make commitments on behalf of PM Trade and the U.S. Army and serves as member of the Executive Committee comprised of a Marine Corps, Navy, and Air Force representative. Directs the formulation and composition of various committees, communicating with prominent military and civilian officials to serve as guest speakers, negotiating contacts and arrangements for immediate and long range facilities. Prepares reports as required. Documents fiscal status of work performed, problems, data, issues encountered, issue resolution, and issue recommendations.

2. Plans and organizes, and directs the compilation of the Command Review of AMC Project Managers programs including the development and preparation of all supporting briefing data for PM TRADE. Confers with division heads to develop requested data such as, but not limited to, (a) abbreviated descriptions of training systems being developed, the

operational concept, and the approved user requirements, (b) background historical information consistent with the need to define program status, problems/issues, and progress, (c) costs, schedules, product considerations, and technical performance affecting development, production, and employment, including present status, future objectives, and impact on related programs, (d) integrated logistics support considerations including present status, future objectives, and impact on related programs. Accompany and assists PM TRADE in rendering briefings to AMC Command Group.

3. Performs in the capacity as a Technical Information Liaison Officer (TILO) and meets with representatives of commercial firms, manufacturers, and educational institutions who are soliciting specific information as to current and planned STRICOM programs and whether or not their services and/or products can be utilized by the command's mission. Evaluates the representative's research, development, and/or production capabilities, facilities and services.

4. Plans, organizes and conducts special task force studies as an independent assessor of critical program elements during the acquisition cycle for training simulators and devices. Visits contractor facilities as the task force leader to perform independent studies to study actual hardware and software components in order to make an accurate comparison and assessment against that reported. Prepares a detailed report of findings with appropriate recommendations for remedial action as warranted.

5. Prepares position and background papers, presents briefings, attends conferences and meetings, visits field activities to facilitate the collection of appropriate STRICOM/PM TRADE data. Prepares and gives testimony, if directed to the General Accounting Office, other Federal agencies, and other responsible committees to support the Department of the Army position on training issues.

**Performs other duties as assigned.**

**FACTOR 1: SUPERVISORY CONTROLS - FL 1-8 - 1550 POINTS**

Incumbent works under the general supervision. Guidance will be general in nature and the incumbent will operate with considerable latitude and flexibility in the

performance of duties. Direction will be provided without specific instructions or supervision except in unusual circumstances. Incumbent will be expected to operate with initiatives and individual judgment in interpreting policy guidance and priorities.

**FACTOR 2: KNOWLEDGE REQUIRED**

**FL 2-4 - 450 POINTS**

Knowledge of overall management, principles and methodology as they relate to STRICOM's mission. This includes expert knowledge of STRICOM/PM TRADE's organization, mission, objectives and procedures; the relationship of management to other program areas such as acquisition, engineering, research and development.

Knowledge of analytical skills and ability, as well as knowledge of statistical process control techniques, in order to direct studies and sensitive problems, these problems may encompass very broad areas, dispersed activities and conflicting authorities.

Ability to successfully market improved concepts and techniques to all levels of command, extending to higher headquarters. Ability to meet and deal effectively with employees, supervisors, managers and executives of Federal sector as well as high level officials of educational, public and private industry sectors.

A strong understanding of the operation on the Interservice/ Industry Training Systems Conference, which includes planning, organizing, directing and coordinating.

**FACTOR 3: GUIDELINES**

**FL 3-4 - 450 POINTS**

Guidelines consists of STRICOM/AMC and DA directives and regulations. Policies present broad Federal guidelines that are tailored and interpreted by the incumbent. Incumbent uses judgment and discretion to adapt and interpret guidelines for application throughout STRICOM. Structures and approaches developed by the incumbent in response to unique situations will frequently be used as guidelines by others at PM TRADE.

**FACTOR 4: COMPLEXITY**

**FL 4-5 - 325 POINTS**

Analytical assignments involve the evaluation of STRICOM's long rang planning which defines training systems objectives. Conducts special task force studies as an independent assessor of critical program elements during the acquisition cycle for training simulators and devices.

Incumbent independently determines the scope of analysis, develops the analysis, develops the analysis plan and methodology, assigns segments of the effort to appropriate team members directs the efforts of three team members, analyzes technical inputs and develops and documents the results of the analysis.

**FACTOR 5: SCOPE AND EFFECT**

**FL 5-5 - 325 POINTS**

Serves as a management representative and spokesman for various programs and projects to STRICOM's mission. As senior analyst, special studies conducted provide information supporting STRICOM, AMC and DA program milestone decision reviews and will ultimately effect the determination to continue or terminate the program. Results and recommendations are used to determine the course of command actions.

**FACTOR 6: PERSONAL CONTACTS**

**LEVEL C**

Persons contacted include STRICOM Command Group, Executive Steering Committee, Program Managers, Project Directors along with concerned external organizations of the Department of the Army, AMC, and TRADOC. Contacts with private sector, include private research, and industry.

**FACTOR 7: PURPOSE OF CONTACTS**

**LEVEL 3**

Purpose of contacts are to discuss major problems and concerns and exchange information regarding administrative support, planning, operational management, quality assurance and to participate with senior management officials of the above organizations to develop strategy to resolve complex problems, gather facts and information, conduct special studies, and provide information and data which assist management to resolve and clarify broad spectrum management issues which will ensure optimum effectiveness of the STRICOM ability to support our goals.

**RESULTS OF FACTORS 6 AND 7**

**FL 3C - 180 POINTS**

**FACTOR 8: PHYSICAL DEMANDS**

**FL 8-1 - 5 POINTS**

The work is primarily sedentary.

**FACTOR 9: WORK ENVIRONMENT**

**FL 9-1 - 5 POINTS**

The work is performed in a typical office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10624

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."